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MEMORANDUM FOR: Director of Personnel

SUBJECT: Status Report on Proposed Two Grade Promotion Paper

1. The agenda for the meeting of the Career Council on 24 February 1955 lists under item 2 an oral report from the Chairman concerning the "one step promotion policy". This memorandum has been prepared for your information in presenting such a report.

2. As you will recall the staff study and proposed regulatory material establishing the policy and procedures for designating those position series which would normally progress at one step intervals and those which would normally progress at two step intervals was referred to the Council for consideration initially. As a result of their discussion, these papers were processed for regular Agency coordination by the Regulations Control Staff 2 December 1955.

3. The comments resulting from this coordination were received in the Office of Personnel 15 February 1955 and indicate considerable divergence in views. As you know, you have referred these comments to the Chief, Placement and Utilization Division and to the Chief, Classification and Wage Division for analysis and further recommendation to you.

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Chief, Planning and Analysis Staff

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